

**RULES OF PROCEDURE
OPEN SPACE BOARD OF TRUSTEES**

**ARTICLE I
OFFICERS**

1. The Open Space Board of Trustees (the Board) shall elect officers at its first regular meeting after City Council has made its annual appointment of new Board members, or at any other time that it may become necessary to elect officers.
2. The chair shall accept nominations from the floor for the officers to be elected which are chair, vice-chair, and secretary.
3. The chair shall preside at all meetings and public hearings of the Board; shall decide on all points of order or procedure; and may assist in the preparation of special reports. The term of office shall be for one year and any one person shall hold no more than two successive terms.
4. The vice-chair shall assume the duties of the chair in his/her absence.
5. The secretary shall be responsible for and maintain the records of the Board and shall perform such other duties as the Board may require and shall typically be the director of the Open Space/Real Estate Department.

**ARTICLE II
MEETINGS**

1. The Board shall have regular meetings at least once a month. There shall typically be a meeting held on the second Wednesday of each month. If a second meeting is deemed necessary, it shall generally be held on the fourth Wednesday of the month. Generally, meetings shall occur at the Municipal Building or the Cherryvale Open Space Office. However, other locations may be used as necessary and noticed. The chair and secretary may agree to forego a meeting if the situation warrants.
2. Study sessions of the Board may be held as necessary at the request of Open Space/Real Estate staff, the chair, or City Council. Such study sessions may be held at such time and public place as may be designated by the chair and secretary provided that notice is given to the public and to each member as required by Section 2-3-1, B.R.C 1981. The purpose of a study session shall be for information and discussion purposes only and votes on particular actions shall not be taken at such meetings. Study sessions will be open to the public; however, there will be no public participation unless specifically requested by the Board.
3. Special meetings of the Board for purposes of public participation and action by the Board may be called by the chair and two other Board members upon giving notice as required by Section 2-3-1, B.R.C. 1981 of said special meeting to all Board members and the public.

4. The order of business at all regular meetings of the Board will generally be as follows:

- a) Call to order and roll call
- b) Approval of minutes of previous meeting(s)
- c) Director's update on departmental matters
- d) Matters from the Board
- e) Public Participation/Items Not on the Agenda
- f) Agenda subjects
- g) Adjournment

However, the agenda may be adjusted at the discretion of the secretary or the chair.

5. All meetings of the Board shall be open to the public and publicly noticed by any reasonable means prior to each meeting.

- a) Three members of the Board shall constitute a quorum, and an affirmative vote of at least three members shall be necessary to authorize any action of the Board. Any disposal of Open Space land and assets shall require an affirmative vote of at least three members after a public meeting held in conformance with Charter Section 177. Said Charter Section requires at least 10 days notice and subsequent approval by City Council, followed by a sixty day waiting period, during which time a petition may be filed requiring that such disposal be submitted for a vote of the electors.
- b) When the disposal of any interest in Open Space land as defined in the City Charter is proposed, written notice shall be mailed to owners of property and residents within 600 feet of the boundaries of the Open Space land proposed for disposition. This will include, at a minimum, the location of the land in question and the intended disposal thereof together with the date, hour and location of the board meeting where such a proposed disposition will be considered.

6. Public participation - limitation of time.

- a) Public participation shall ordinarily be limited to three minutes per speaker per item. All speakers wishing to pool their time must be present, and time allotted will be determined by the chair, not to exceed ten minutes total. Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement.
- b) The chair may grant additional time on request. In order to schedule matters appropriately before the Board, requests for additional time should be made prior to the time when the agenda for the meeting is prepared; otherwise, when additional time is requested and granted after the agenda is prepared, the chair may reschedule a particular matter at a different time during the meeting or may continue the matter at another meeting of the Board.

7. Staff shall use reasonable efforts to deliver copies of the meeting agenda to all members of the Board at least five days prior to the regular meeting. The agenda and items on the agenda, with appropriate background information, shall be prepared by the Open Space/Real Estate staff.

8. A majority of the Board may delegate or appoint the chair and/or other members of the Board to assist in the presentation of the Board recommendations to the City Manager or to the City Council.

ARTICLE III COMMITTEES

1. The Board may establish such committees as it deems advisable and assign each committee specific duties or functions.
2. The chair shall designate the members of each committee. The members of the committee shall elect their chair.
3. No member of the Board shall be required to serve on more than two committees simultaneously.

ARTICLE IV RECORDS

1. The secretary shall maintain an accurate record of all studies, plans, reports and recommendations of the Board and the discharge of its duties and responsibilities.
2. Records of the Open Space Board of Trustees shall be available for public view in conformance with the State Open Records Act.

ARTICLE V INTERESTS OF MEMBERS

1. Those Board members who have a conflict of interest and feel participation in deliberations pursuant to Section 2-7-1, et.seq., B.R.C. constitutes a conflict of interest shall disqualify themselves from discussion and voting.
2. Individual Board members who appear before, or who write to, duly constituted bodies or officials shall not represent the Board as an official representative UNLESS that individual has been so designated by consensus of the Board, when, at its discretion, it wishes to express views relating to Open Space activities or to policies which may affect Open Space. If the Board is not in complete agreement about the matter under consideration, then no representation of the entire Board is permissible.

ARTICLE VI
AGENDA SUBJECTS

1. The Director shall provide the members of the Board with the necessary information for performance of their duties.
2. All data pertaining to the request by an interested party for a place upon an OSBT agenda must be presented in writing to the Director of Open Space/Real Estate at least three weeks prior to the date of such meeting.
3. Where the volume of Board subjects may require such action, the Director, working with the chair, may postpone certain pending subjects until sufficient meeting time may be available for a proper review of such subjects.
4. Staff shall make a reasonable effort to submit detailed reports concerning agenda subjects to the Board members at least five days prior to the meeting. Such staff reports shall be in sufficient detail to provide Open Space Board of Trustees members with basic facts on each subject on the agenda and an adequate description of the problems so that members may be prepared at the Board meeting to consider the topic without need for lengthy review at the meeting of basic information considering such subjects.
5. Field trips may be scheduled by the chair and/or the Director to gather additional information on the issues to be considered.

ARTICLE VII
ADOPTION

1. These rules of procedure may be amended by an affirmative vote of three Board members provided the proposed amendment has been submitted in writing to each member of the Board at least three days prior to the scheduled meeting.

Voted on and adopted by the Open Space Board of Trustees this 12th day of January, 2000.